



The Ohio Chapter

AMERICAN ACADEMY
OF ORTHOTISTS AND PROSTHETISTS, INC.

PO Box 3188, Dublin, OH 43016-0088 — (614) 659-0197; FAX (614) 336-8596
www.ohiochapteraaop.com — richbutchko@ohiochapteraaop.com

MEMORANDUM

To: Ohio Chapter Vendor/Exhibitor

From: Rich Butchko, Executive Director

Subject: 2012 Annual Spring Technical Meeting

Now is the perfect time to mark your calendar for the Ohio Chapter annual spring meeting on April 13 and 14th, 2012. I hope you will plan on attending. For 2012, we continue to offer the same high quality program and venue as we have for the past 40 years.

Our venue again is the beautiful four-diamond rated Columbus Hilton Hotel at the fun and festive Easton Town Center. This location is a favorite of both attendees and exhibitors.

Plenty of time will be made available in our program for exhibits, so attendees will have a chance to stop by and chat with each exhibitor. The Chapter meeting is still “right-sized” for our exhibitor/attendee ratio.

The Chapter Board, in consultation with the members, decided to not offer a Fall Meeting in 2012. This may or may not be a permanent change; the Board will review at the end of the year. Therefore, this spring’s meeting will likely have a larger draw than previous years. We will also continue our expansion of the spring meeting offerings for attendees to two full days (the first day – Friday – will be all workshops). This will mean we will draw attendees from further distances.

We are looking forward to seeing you if you’ve exhibited with us in the past, or welcome you if you are a first-timer to the Ohio Chapter meeting. I’m sure you will find the 2012 meeting an exceptional and profitable experience for your business development.

Sincerely,

Richard W. Butchko
Executive Director

PS, don’t forget, you can also register and make your hotel guest room reservation on line at the Ohio Chapter’s website, www.ohiochapteraaop.com.



Ohio Chapter

AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS

Exhibitor Application and Contract

2012 Annual Spring Technical Meeting

Hilton Columbus — April 14-15

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Web-site: _____

Phone (area code): _____ — _____ FAX (area code): _____ — _____ Toll Free (area code): _____ — _____

Name of Contact Person: _____ E-mail: _____

The rules and regulations on the reverse side of this application have been designed for the benefit of all exhibitors. The Ohio Chapter requests the full cooperation of each exhibitor in their observance. The Ohio Chapter reserves the right to terminate the Exhibitor's display privileges at any time for a material breach of any of these terms, rules and regulations. Such termination may become effective during the Assembly at which time the exhibitor agrees to close his/her exhibit upon receipt of a notice of termination, and thereafter remove his/her exhibit from the exhibition hall as soon as possible without disruption of the meeting. Expulsion of any exhibitor under this rule shall not give rise to a claim for a refund of the fees paid by such exhibitor. By signing below and returning this completed application with appropriate fee, the above named exhibitor agrees to abide by the rules and regulations on the reverse side of this form.

Name of Authorizing Person: _____ Title: _____

Signature of Authorizing Person: _____ Date: _____

Description of Exhibit: Please attach, or e-mail to richbutchko@ohiochapteraaop.com, a brief description of your products and services (not more than 100 words) which will be included in the **Attendees' Exhibitor Directory**.

Competitors from whom you would desire separation

(Please provide names. Special requests here may affect table location): _____

EXHIBITOR REGISTRATION *

Attendees (2 per table):

Additional Name (@ \$75):

1) Name: _____	2) Name: _____	3) Name: _____
Title: _____	Title: _____	Title: _____
Phone: _____	Phone: _____	Phone: _____
E-mail: _____	E-mail: _____	E-mail: _____

EXHIBIT FEE PER TABLE

Early Registration	Regular	Late Registration**	Wall	Additional	Total
Before 1/31/12	2/1/12-3/31/12	After 4/1/12	Location**	Attendee	
(\$395/table)	(\$425/table)	(\$550/table)	\$25	\$75	
No. Tables: _____	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	_____ = \$ _____

* Dates for registration are based on either postmark date (if by regular mail) or time-date stamp (if registering via fax or web-site).
** On space available basis only.

Exhibit Fee includes: Listing in Exhibitor Directory, 6' draped table(s), Breaks, Exhibitor's Reception (4/13/12) Continental Breakfast and Lunch. Attendance at meeting on a space available basis.

You may also choose to register online at www.ohiochapteraaop.com

Payment by Credit Card



Amount to be Charged: \$ _____

Card Number: _____ Expiration Date: (Mo.) _____ (Yr.) _____

Print Card holder's Name: _____ Signature: _____

Payment by check. Enclose application and check made payable to:

Ohio Chapter, AAOP
PO Box 3188
Dublin, Ohio 43016

Cancellation Policy: Full refunds, minus a 10% processing fee, will be provided up to 4/1/12. Sorry, no refunds after 4/1/12. **Cancellations must be in writing** to be eligible for refund.

Note: Space assignments will be made on a "first-come-first-served," space-available basis upon receipt of completed application and payment. Exhibits will be limited to confirmed applicants only. **Application deadline: 4/8/12**

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Exhibitor Agreement Rules and Regulations

Payment and Cancellations

In applying for space, the Exhibitor will submit payment for the space with the application (deadline for applications: 4/8/12). In the event of cancellation by the exhibitor after 4/8/12, the Ohio Chapter shall have the right to rent the space to anyone else without obligation to return the amount already paid, with the express right to retain any payment as liquidated damages. Payments refunded are subject to a 10% administrative charge if cancelled before 4/8/12.

Exhibit Space and Equipment

The exhibit price shall include 6'x24" draped tables only, morning and afternoon breaks, continental breakfast, lunch and attendance at meeting (space available basis only). Any other furnishings, equipment, services, etc. required by each Exhibitor shall be at his/her own expense and responsibility, and may be ordered through the Hilton at 614/416-8405 or through the Executive Director of the Ohio Chapter at 614/659-0197. **Exhibits shall not extend beyond the dimensions of the table, nor to a height above the table greater than 36".**

Set-up, Dismantling and Removal of Exhibits

Exhibitors will be permitted to set up their exhibits between 4:30 and 6:00 PM on 4/13/12, or from 6:00 AM to 8:00 AM on 4/14/12. Other than that normally provided by the hotel, no additional security will be provided by either The Ohio Chapter or the Hilton Columbus. Exhibitors should take this into consideration in planning when to set-up their exhibits. Under no circumstances may dismantling occur before the end of the afternoon break on 4/14/12. Exhibitors will have until 5:30 PM to remove their exhibits.

Use of Exhibit Space

The exhibitor is permitted to demonstrate equipment and to make informational presentations regarding products or services in his/her exhibit space only. All demonstrations and exhibits must be confined to the exhibit areas responsible for such demonstrations or exhibits. During the time the Ohio Chapter's educational programs and sessions are being presented, exhibitors shall not conduct hands-on demonstrations, lectures or other presentations except in the space allocated to them pursuant to this agreement. Offering specific employment, whether such offer be written or verbal, on the floor of the exhibit area during regular exhibiting hours is strictly prohibited.

Space Assignment

Neither this contract, nor the exhibit booth shall be assigned, sublet or transferred, in whole or in part, by applicant, without prior written consent of the Ohio Chapter.

Objectionable Material and Activities

Any person modeling or demonstrating a product or appliance must remove or cover such product or appliance when traveling to or from the assigned exhibitor's booth or when walking throughout the exhibit area. All booth personnel, models and demonstrators must be registered as exhibitors. The Ohio Chapter reserves the right to request modification of any questionable exhibit or activity. There may be no printed advertising of hospitality rooms. Distribution of exhibition material and/or samples must be confined to the Exhibitor's area.

Decorating, Storage, Shipping & Handling, and Electrical Services

Exhibitors may make prior arrangements either through The Ohio Chapter, or the Hilton Columbus for necessary labor as may be required to assist in the unpacking, assembly, dismantling, packing and shipping of displays. At the Hilton, contact Adam Yezzi at 614/416-8405. Exhibitors may ship their displays and materials to: Ohio Chapter—AAOP Meeting, Hilton Columbus, 3900 Chagrin, Columbus, Ohio 43219. Services/labor/equipment other than specified in "Exhibit Space and Equipment" above will be at exhibitor's own expense.

Indemnification and Insurance

The exhibitor, by signing this contract, agrees to indemnify, defend and hold harmless the Ohio Chapter, its officers, directors, agents, and employees, and each of them, from and against any and all actions, causes of action,

claims, demands, liabilities, losses, damages, costs or expenses, of whatever kind and nature, including judgements, interest and attorneys' fees which the Ohio Chapter, its officers, directors, agents and employees, and each of them, shall or may at any time, or from time to time, subsequent to the date of this agreement, sustain or incur, or become subject to, involving, with respect to or relating to the exhibitor's breach of any of its warranties and representations contained herein or the performance, transmission or other use of any copyrighted music at the Ohio Chapter's Spring, 2012 Technical Meeting or at any function which is part of or affiliated with or taking place at the time of or in conjunction with the Spring, 2012 Technical Meeting. The exhibitor agrees to obtain and keep in force General Liability Insurance covering the event described in this contract with limits of not less than \$1,000,000 per occurrence and to provide the Chapter with a certificate of insurance naming the Chapter as and additional insured.

Dress Code

Any exhibitor or other attendee wearing any exhibitor's product in the exhibit hall (other than the vendor's immediate booth area) or any other areas of the hotel which are rented by the Ohio Chapter must cover the product if at all possible. All exhibitor's attire outside of the booths must be appropriate and in keeping with the professional department of the Ohio Chapter Assembly.

Admissions

The Ohio Chapter will have sole control over all admissions of persons to the assembly and its exhibit area.

Attendance at Sessions

Exhibitors may attend any of the educational sessions they wish without charge—space permitting—after duly registered attendees are seated. However, Exhibitors who are ABC Certified Practitioners attending educational sessions, and wish to apply for Professional Continuing Education credit (PCE's), must complete and submit the Meeting Registration form and sign appropriate AM and PM sign-in sheets at the Chapter's Meeting Registration Desk.

Rules and Regulations

Exhibitor agrees to conform to all fire, etc. rules and regulations as provided and interpreted by the Ohio Chapter and hotel representatives. All exhibit decorations must be fire retardant. No open flames or tanks or containers of combustible materials may be used, nor may canopies be erected over exhibits.

Security

Neither the Ohio Chapter nor management of the hotel will provide security for the protection of exhibitor's property, nor will their officers, directors, agents and employees be responsible for any personal injury to the exhibitor or its agents, for the safety of the Exhibits against robbery, or damage by fire, accidents or other causes. The exhibitor is urged to take all such steps, measures and precautions as may be necessary to protect itself, its agents, representatives, employees and guests, as well as its exhibits, displays and property, against all possible injury, damage, loss, and destruction during set-up, at the show and during the move out.

General

Breaches or infractions of these terms, rules and regulations, by an exhibitor in any year may be considered by the Ohio Chapter in determining whether to accept an application for exhibition space in any subsequent year and, infractions of the spirit of the rules by Exhibitors at any time may be considered in determining whether or not to accept an application from such person or company seeking to exhibit at any Ohio Chapter Assembly.



The Ohio Chapter
AMERICAN ACADEMY
OF ORTHOTISTS AND PROSTHETISTS, INC.

2012 Annual Spring Technical Meeting — April 13-14, 2012

Hilton Hotel Columbus
Columbus, Ohio

Sponsored Activities/Items — Application Form

Estimated Meeting Attendance = 150 +

Sponsorship⁽¹⁾ (please see reverse side for descriptions)

Sponsorship Opportunities	Per Share of Sponsorship	Maximum Shares	Preferences⁽¹⁾ (1st, 2nd, 3rd)	Total Amount
Continental Breakfast	\$450	2	_____	\$ _____
Morning Break	\$375	2	_____	\$ _____
Afternoon Break	\$375	2	_____	\$ _____
Attendee's Notepads	\$1,000	1	_____	\$ _____
Vinyl Portfolios	\$1,200	1	_____	\$ _____
Printed Meeting Program	\$1,200	1	_____	\$ _____

Display Ads in Meeting Program

Ad Size	Per Ad	
Full Page	\$250	\$ _____
Full Page (upgrade) ⁽²⁾	\$75	\$ _____
½ Page	\$175	\$ _____
¼ Page	\$100	\$ _____

Deadline for receipt of camera-ready ad is 4/9/10
Call for technical submission information.

Total Amount to be invoiced = \$ _____

⁽¹⁾ Sponsorships will be available on a first-come, first-served basis until sponsorships are filled, at which time, the sponsorship for the particular item will be closed. Invoices will be sent to sponsors after events/activities are closed. No applications for sponsorship will be accepted after 4/8/12.

⁽²⁾ Ad upgrades are available only to sponsors of events/activities. Please see reverse for details)

Company Name

Authorizing Person's Name (printed)

Signature

Date

Please keep a copy of this form and return the original to:

Ohio Chapter, AAOP
PO Box 3188
Dublin, Ohio 43016-0088

Description of Sponsored Activities/Items

Sponsorship of activities and events is offered on a “share” basis. A vendor may purchase any number of shares desired, either in a single activity/item category, or across multiple activities/events. Once all the shares are purchased for an activity/item, sponsorship for that activity/item will be closed. Shares are on a first-come-first-served basis. If a vendor’s first choice is closed, then the vendor’s indicated second choice is selected, unless it is closed also, in which case the third choice will be selected. **By signing the reverse side of this form and returning it to the Ohio Chapter, the vendor agrees to purchase the number of shares he/she has indicated, and for which sponsorship is available, and pay the amount indicated upon receipt of an Ohio Chapter—AAOP invoice.**

Your sponsorship includes: 1) placing your name, with the other sponsors (“shareholders”) of the event, on a prominently located sign adjacent to the event; 2) placing your company name on a special poster in the registration area of the Saturday meeting listing all sponsors; 3) printing your company’s name and product/service description in a special listing in the Meeting Program, and, 4) for sponsors of **major items** (reception, meeting program, continental breakfast, and/or breaks) a free ½ page ad in the Exhibitor Directory (contingent upon receipt of camera-ready ad before 4/8/12); and, 5) for sponsors of these same **major items** a one-time-use-only set of labels of the Academy Mailing list (1,000 + names from Ohio and surrounding 5 states) which may be used to send letters or notices of the vendor’s presence at the meeting). Those sponsors of **major items** eligible for the free ½ page ad who wish to upgrade to a full-page ad, may do so at a special rate of \$75. Camera-ready ad/copy must either be e-mailed or included with payment (contact Ohio Chapter for specific formats for graphics).

Description of Sponsored Activities/Items:

Buffet Continental Breakfast:

This will be held from 7:30–8:30 a.m. on 4/14/12. Signs listing sponsoring vendors will be placed near the breakfast area, and special mention will be made in program. Meeting registration will be held concurrently in the same area.

Morning and Afternoon Breaks:

A station will be set up for each of these breaks. The morning break will be 30 minutes and the afternoon, 15. Sponsors’ names will be listed on signs adjacent to the break areas.

Attendee’s Notepads:

Each attendee will receive a notepad for taking notes during the meeting. Sponsorship of this item will provide for the sponsor’s company name to be printed on the bottom of each sheet of each pad, and special mention will be made in program.

Portfolios:

Each attendee will receive a vinyl portfolio for carrying papers, program, exhibitor handouts etc. Sponsor’s name and logo will be printed on the outside along with the Ohio Chapter meeting name.

Program Book:

The Meeting Program book contents will include (in order from front to back): Program book sponsor’s name/ad (full-page), inside front cover; a welcome letter from the president; a listing of the board of directors; an agenda for the meeting; a summary of sessions (with presenter biographies and session descriptions); a listing of sponsoring vendors with product/service descriptions; and, purchased ads from vendors. This sponsorship fee for the Program Book option allows a vendor to underwrite some of the printing of the program.

Logos and Trademarks

In each case of sponsorship, if the vendor wishes, he or she may provide the Ohio Chapter with a copy of his or her company’s logo or trademark, with written permission to reproduce it for use in creating signs/posters. As an alternative to the use of a logo or trademark, written permission to electronically scan all or part of the company’s letterhead for possible use in signs may be provided. The Ohio Chapter’s intention is to display the vendors’ names in a way that supports the visual image with which the vendor company wishes to be associated. No other use of the company’s logo, trademark or letterhead will be made other than for use in signs or posters for sponsored events for the 2012 Annual Ohio Chapter Spring Technical Meeting. All signs (including use of scanned images) will be in black & white only and listing of vendors’ names will be alphabetical. In the event the vendor does not wish to grant permission for use of scanned letterhead, logo or trademark—for whatever reason—attempts will be made to closely match fonts/style with the vendors’ style. The vendor is under no obligation to provide logo, trademark, or letterhead for this use, nor is the Ohio Chapter obligated to use such company marks if received. At the close of the meeting, the vendor may elect to retain any signage that contains their company name for future use, if desired.



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2012 Annual Spring Technical Meeting

Additional Exhibitor Information:

Set-up for exhibits will be from 4:30–6:00 PM on Friday (4/13/12) followed by the “Exhibitors’ Reception” from 6:00-7:30 PM in the exhibit area. For those not setting up on Friday, set-ups may take place anytime before 8:00 AM on Saturday (4/14/12). Please remember that the Ohio Chapter’s meeting only allows table-top setups.

For shipping information, please use address label on following page. For additional questions, service needs, please contact Adam Yezzi at the Hilton at (614) 416-8405 or Rich Butchko, Executive Director of the Ohio Chapter at (614) 659-0197 (e-mail richbutchko@ohiochapteraaop.com) or for information for exhibitors at the 2012 Ohio Chapter–AAOP Spring Technical Meeting

NOTE: Due to the limited storage space at the Hilton, no packages will be accepted prior to three business days prior to 4/14/12. A 70-pound limit applies per container.

Exhibitor Shipping and Receiving Procedures OHIO CHAPTER -- AAOP APRIL 13--14, 2012



To ensure efficiency and accuracy of client materials being received, the following guidelines must be followed.

All packages are to be addressed as stated below. All packages addressed directly to the client will be delivered to the guest package holding area. Packages are then delivered to the guests room or meeting room upon their arrival. The Following information should be on each container when shipping

SHIPPING LABEL

Ohio Orthotists & Prosthetists C/O Hilton Columbus 3900 Chagrin Drive Columbus, Ohio 43219
Please Hold for: (PUT Name of Company, Exhibitor on site contact, Date of Arrival & Daytime Phone number)

TABLE INFORMATION
Firm Name:_____
Phone #_____
On site Contact:_____
Number of Boxes shipped:_____

RECEIVING

Due to the limited Storage space in our Hotel we **WILL NOT** accept exhibit materials prior to April 11, 2012 Exhibit materials, shipped as stated above will be delivered to your exhibit area on **April 14, 2012**

A fee of \$35.00 per box or \$200 per pallet will be charged to your Credit Card listed below for receiving, delivering, storage, labor and shipping of you exhibit materials.

Please provide Credit Card Information below and fax to 614-416-8444 by **(insert deadline for form to be returned)**

TYPE OF CARD:_____ CREDIT CARD # _____ EXP DATE: _____

CARD HOLDERS NAME (PRINT) _____

CARD HOLDERS SIGNATURE: _____

SHIPPING

The ensure proper and timely delivery of materials back to the original destination, we request that boxes be shipped from the Hotel within 24 hours of the clients event.

Federal Express, and UPS shipments made directly from the hotel. Clients must have Federal Express Bill of lading and Account Numbers. For UPS returns, the client must issue call tags.

INSURANCE

The Hilton Columbus does not maintain insurance covering Patron's Property, and it is the sole responsibility of the Patron to obtain business interruption and property damage insurance covering such losses. During shipping, liability is limited to the limit of the carrier unless additional insurance is contracted directly with the carrier.

COD Shipments

No COD Shipments will be accepted or shipped by or from the Hilton Columbus.

**The Hilton Columbus at Easton
EXHIBIT SERVICE ORDER FORM**



Ohio Orthotists and Prosthetists 2012

Conference Name: _____
Exhibit Date(s): _____
Set Up Time: _____
Tear Down Time: _____
Firm Name: _____
On Site Contact: _____
Meeting Room: _____
Set Up Date: _____
Tear Down Date: _____
Telephone: _____
Booth #: _____

**ALL PRE-ARRANGED SERVICES WILL BE GIVEN FIRST PRIORITY. ALL SERVICES MUST BE PREPAID PRIOR TO ARRIVAL
ON SITE REQUESTS ARE AN ADDITIONAL \$50.00 PER EACH SERVICE**

QTY	DESCRIPTION	PRICE EACH	TOTAL
_____	120 V / 1-20 AMP Circuit(std outlet)	\$35.00	_____
_____	208V / 1-30 AMP Circuit (must specify NEMA receptacle type needed)	\$165.00	_____
_____	208V / 1-40 AMP Circuit (Must specify NEMA receptacle type needed)	\$175.00	_____
_____	208V / 1-50 AMP (must specify NEMA receptacle type needed)	\$185.00	_____
_____	100 AMP / Patch-In 208V 3-Phase (must specify if you need spider box - electrical panel with multiple 20 amp circuits, or if you need 3 wire or 5 wire CAM LOK adapters)	\$350.00	_____
_____	Power Strip	\$15.00	_____
_____	Extension Cord	\$10.00	_____
_____	Telephone Line plus cost of calls	\$75.00	_____
_____	High Speed Internet Access -per day	\$300.00	_____
_____	Banner Hanging – Each Banner	\$35.00	_____
	Sub Total		_____
	6.75% State Sales Tax		_____
	Total		_____

**ALL ORDER FORMS MUST BE RECEIVED
BY THE HILTON COLUMBUS BY 4:00PM**

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO TEST FOR CORRECT VOLTAGE BEFORE CONNECTING EQUIPMENT. EXHIBITORS ARE RESPONSIBLE FOR ALL SPECIALTY ITEMS, I.E, SURGE PROTECTORS, ISOLATION TRANSFORMERS, CONVERTERS, ETC.

PAYMENT

CC# _____ **EXP DATE:** _____
Name of Card Holder: _____
Signature: _____
 If you have any questions or need help with any items on this form, please call 614/416-8403 (fax 614/416-8444).

Please send this form & a check or cc# to: Hilton Columbus, Attn: Sales & Catering Department, 3900 Chagrin Drive, Columbus, Ohio 43219 or fax to 614-416-8444.

No receipt will be sent, this Exhibitor service order form will serve as your receipt.